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सत्यमेव जयते

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# GOVERNMENT GAZETTE

## BOLETIM OFICIAL

GOVERNMENT OF GOA, DAMAN AND DIU

Industries and Power Department

### Notification

I&L/1515/66

In exercise of the powers conferred by sub-sections (1) and (2) of section 34 of the Goa, Daman and Diu Khadi and Village Industries Board Act, 1965 (No. 9 of 1965) and in supersession of the Government Notification No. I&L/1515/66 dated 6th December 1966, the Government of the Union Territory of Goa, Daman and Diu hereby makes the following rules:—

The Goa, Daman and Diu Khadi and Village Industries Board Rules 1967

### CHAPTER I

#### Preliminary

1. **Short title.**— These rules will be called the Goa, Daman and Diu Khadi and Village Industries Board Rules, 1967.

2. **Definitions.**— In these rules, unless the context otherwise requires:

(a) «Act» means the Goa, Daman and Diu Khadi and Village Industries Board Act, 1965 (No. 9 of 1965);

(b) «the Board» means the Board constituted under section 3 of the Act;

(c) «Chairman» means the Chairman of the Board;

(d) «Financial Adviser» means the Financial Adviser appointed under section 5 of the Act;

(e) «Government» means the Government of Goa, Daman and Diu;

(f) «Standing Finance Committee» means a committee constituted under section 13 of the Act;

(g) «Vice-Chairman» means the Vice-Chairman of the Board.

### CHAPTER II

#### Term of Office

3. Save as hereinafter provided, a member of the Board shall hold office for such period not exceeding three years as may be prescribed in the notification of his appointment which shall be notified in the Official Gazette and shall be eligible for reappointment.

4. **Disqualifications for membership of the Board.**— A person shall be disqualified for being appointed as, and for being, a member of the Board:

(a) if he is found to be a lunatic or a person of unsound mind; or

(b) if he has been adjudged insolvent; or

(c) if he has been convicted of an offence involving moral turpitude; or

(d) if he has any financial interest in any subsisting contract with or in any work being done for the Board except as a shareholder (other than a Director of Managing Agent) in a company as defined in section 3 of the Companies Act, 1956, provided that where he is a shareholder, he will disclose to the Government, the nature and extent of shares held by him in such a company; or

(e) if he has any financial interest in any business undertaking dealing with khadi or any other village industry specified or deemed to be specified in the Schedule to the Act.

5. **Removal from the Board.**— The Government may, by notification in the Official Gazette, remove from office any member of the Board who:

(a) is or becomes subject to any of the disqualifications mentioned in rule 4; or

(b) in the opinion of the Government has failed or is unable to carry out his duties, so as to render his removal necessary; or

(c) absents himself from three consecutive meetings of the Board without leave of the Board;

Provided that before issuing such notification the Government shall give an opportunity to the member concerned to show cause against such removal.

**6. Casual Vacancies.** — (1) When a member dies or resigns or is removed from office, the Government may by notification in the Official Gazette, appoint a person to fill the vacancy.

(2) A member appointed to fill a casual vacancy shall hold office so long as the member whose place he fills would have been entitled to hold office if the vacancy had not occurred.

**7. Salary or Honorarium and Allowances payable to Members.** — (1) The Chairman, the Vice-Chairman and other members of the Board shall be paid such salary or honorarium and allowance from the funds of the Board as the Government may from time to time fix.

(2) The Chairman, the Vice-Chairman and other members of the Board shall also be entitled to draw travelling and daily allowances for journeys performed for attending the meetings of the Board or for the purpose of discharging such duties as may be assigned to them by the Board, in accordance with the rules and orders issued by the Government, from time to time, at the highest rate admissible to Government servants of Grade I.

(3) The Chairman shall be entitled without payment of rent to the use of a furnished residence. The accommodation shall be furnished as prescribed by the Government at a total cost not exceeding Rs. 500/-.

(4) Notwithstanding anything contained in sub-rules (1) and (2) the Chairman, the Vice-Chairman or any other member of the Board, who is also a member of Parliament or of the Legislature of a State or Union Territory, shall not be entitled to any remuneration other than compensatory allowance as defined in clause (a) of section 2 of the Parliament (Prevention of Disqualification) Act, 1959, or, as the case may be, other than the allowances, if any, which a member of the Legislature of the State or Union Territory may, under any law for the time being in force in the State or Union Territory relating to the prevention of disqualification for membership of the State Legislature or Union Territory Legislature, receive without incurring such disqualification.

**8. Chief Executive Officer.** — The Board shall appoint a Chief Executive Officer and shall prescribe his functions, duties and powers from time to time. He will be entitled to attend all the meetings of the Board, and the Standing Finance Committees but will not be entitled to vote.

**9. Office of the Board.** — The office of the Board shall be located at Panjim or such other place as the Government may from time to time direct.

**10. Constitution of Standing Finance Committees.** — (1) The Board shall constitute, by a resolution, the following Standing Finance Committees:

- (i) Standing Finance Committee (Khadi);
- (ii) Standing Finance Committee (Village Industries).

(2) Each Committee shall consist of not less than three members appointed from amongst the members of the Board.

(3) The Chairman or in his absence the Vice-Chairman if appointed as a member of a Committee, shall

be the Chairman of the Committee. In the absence of both the Chairman and the Vice-Chairman, the Committee shall elect a Chairman from amongst its members.

(4) Each Committee shall appoint one of the Officers of the Board (other than the Chief Executive Officer) to perform the duties of its Secretary.

### CHAPTER III

#### Powers of the Chairman, Secretary and Financial Adviser

**11. Powers of the Chairman.** — (1) The Chairman shall be responsible for the proper functioning of the Board and the implementation of its decisions and discharge of its duties under the Act.

(2) Subject to such delegation as may be made under the Act or rules made thereunder, the Chairman shall:

(a) cause the important papers and matters to be presented to the Board as early as practicable;

(b) issue directions as to the method of carrying out the decisions of the Board;

(c) maintain or cause to be maintained an account of the receipt and expenditure of the Board; and

(d) present a draft annual report of the working of the Board to the Board for approval and submit the report as approved by the Board to the Government. The report approved by the Board should also be circulated to the members of the Board for their information.

(3) The Chairman shall exercise administrative control over all Departments and officers of the Board.

(4) The Chairman may sanction expenditure on contingencies, supplies and services and purchase of articles required for the working of the office of the Board and for the execution of measures in furtherance of the objects of the Act, subject to necessary provisions in the budget.

**12. Duties and functions of Vice-Chairman.** — The Vice-Chairman shall assist the Chairman in the proper functioning of the Board, the implementation of its various decisions and the discharge of its duties under the Act. He shall also perform such duties and carry out such functions as may be assigned to him by the Board or the Chairman.

**13. Powers of the Secretary of the Board.** — (1) The Secretary shall work under the general control of the Chairman who may delegate to him such powers and duties as the Chairman may consider necessary including the following powers and duties:

(i) convening of meetings of the Board under the direction of the Chairman;

(ii) drawing up agenda for each meeting under the Chairman's directions and supplying the same to each member of the Board along with the notice of the meeting;

(iii) maintenance of the minutes of the meeting of the Board;

(iv) furnishing to the Government all reports including annual reports and returns and necessary documents required under the Act or the rules;

(v) preparation of the annual budget of the Board in consultation with the Financial Adviser.

(2) The Secretary shall keep a record of the members of the Board and their addresses. If a member changes his address, he shall notify his new address to the Secretary who shall thereupon enter his new address in the record. But if the member fails to notify his new address, the address on the official record shall for all purposes be deemed to be the member's address.

**14. Powers of the Financial Adviser.**—(1) The Financial Adviser shall advise the Board on all matters relating to receipts and expenditure.

(2) The Financial Adviser shall have the right to attend every meeting of the Board and of a Standing Finance Committee, but shall not have the right to vote thereat. He shall also have the right to refer to the Board any matter having financial implications which in his opinion ought to be brought to its notice.

(3) The Financial Adviser shall scrutinise and supervise the preparation of the budget of the Board, the compilation of the annual and other financial statements and the manner in which the accounts of the Board are maintained and made available to audit.

(4) The financial Adviser shall have the right to record his views on every proposal involving expenditure from the funds of the Board prior to the consideration and approval of such proposal by the Standing Finance Committee concerned or by the Board.

(5) The Financial Adviser shall have authority to advise the Board and the Standing Finance Committees that a particular decision affecting the general financial policy of the Government should be referred to the Government for consideration.

#### CHAPTER IV

##### Budget, Accounts and Audit

**15. Preparation and submission of annual estimates.**—(1) The budget estimates of the Board for every financial year beginning on the 1st day of April and ending on the 31st day of March following shall be prepared by the Secretary or such officer as may be empowered by the Chairman in this behalf sufficiently in advance of the date fixed in sub-rule (4) in accordance with sub-rule (6).

(2) A copy of the budget estimates so prepared shall be sent to each member of the Board at least fourteen days before the meeting of the Board at which such estimates are to be considered.

(3) The Board shall consider and approve, in consultation with the Financial Adviser, the budget estimates with such changes as it thinks fit at the meeting to which the consideration of the Budget Estimates is fixed by a resolution of the Board.

(4) The budget estimates for a year as approved by the Board shall be submitted to the Government so as to reach by the 15th of August of the preceding year, at the latest both for Khadi as well as Village Industries.

(5) Subject to such orders as may be issued by the Government from time to time, no expenditure shall

be incurred until the budget is sanctioned by the Government and expenditure authorised by a competent authority in the Board.

(6) The budget shall, among other matters, include:

(i) the estimated opening balance;

(ii) the estimated receipts by way of funds to be released by the Government, recovery of interest, refund of loans and other miscellaneous receipts;

(iii) the proposed expenditure separately under «Khadi» (including Ambar Charkha Scheme) and «Village Industries» classified under the following heads or such other heads or sub-heads as the Government may direct;

(a) Administration.

(b) Subsidies and grants.

(c) Loans.

(d) Trading accounts.

(e) Accounts for the purchase of cotton and other materials for the manufacture of ambar charkhas.

(f) Research.

(g) Training.

(h) Propaganda.

(i) Exhibition.

(j) Conferences, seminars, etc.

(7) The expenditure under the head «Administration» shall be further classified under the following sub-heads:

(i) Khadi and ambar charkha scheme,

(ii) Village Industries scheme,

(iii) Central office of the Board and

(iv) All other items of administrative expenditure not included in (i) to (iii) above.

Each of these sub-heads shall contain the following secondary units of appropriation:

(a) Pay of Officers.

(b) Pay of Establishment.

(c) Allowances and honoraria, etc.

(d) Other charges — contingencies, etc.

(8) The expenditure under the sub-heads «Central Office of the Board» and all other items of administrative expenditure not included under the sub-heads (i) to (iii) of sub-rule (7) shall be allocated between the «Khadi Fund» and the «Village Industries Fund» referred to in section 24(1) of the Act in proportion to the budget allotment under the respective Funds sanctioned by the Government for that year at the end of each month, and in the month of March final adjustment of the total expenditure so allocated shall be carried out pro rata on the basis of funds that may finally be sanctioned by the Government for the respective funds after taking into consideration the amounts proposed to be surrendered if any. Pending such allocation the expenditure under the aforesaid sub-heads shall be debited to the «Village Industries Fund».

**16. Supplementary Estimates.**—If during any financial year, for any reason substantial modification of the budget estimates as finally approved by Government is likely to be involved, the Board shall

submit for approval to the Government supplementary estimates in such form and on such dates as the Government by order from time to time direct.

**17. Accounts of the Board.**—The form of accounts of the Board shall be the same as is followed by the Khadi and Village Industries Commission.

**18. Preparation of Accounts and their production before Audit.**—Within three months after the end of each financial year the annual accounts showing the financial results of the Khadi Fund and Village Industries Fund shall be prepared with such subsidiary accounts as may be necessary and in such forms as may be prescribed by the Government in consultation with the Comptroller and Auditor-General of India and placed before the Board. These accounts authenticated by affixing the common seal and duly passed by the Board shall be submitted to the Government and the audit officer appointed by the Comptroller and Auditor-General, normally by the end of October:

Provided that, on the request of the Board, the Government may, in consultation with the Comptroller and Auditor-General, extend the date of submission of the accounts by such period as the Government may think fit.

**19. Impropriety and Irregularity in Accounts.**—

(1) The Audit Officer shall furnish the Board and the Government with a statement each, where necessary, in regard to any material impropriety or irregularity which the Audit Officer may observe in the expenditure or in the recovery of moneys due to, or in the accounts of the Board.

(2) The Board shall forthwith remedy any defect or irregularity that may be pointed out by the Audit Officer and shall report to the Government the action taken by it thereon within ninety days of the receipt of the report of the Audit Officer provided that if there is any difference of opinion between the Board and the Audit Officer or if the Board does not remedy any defect or irregularity, the Government may, and on reference specifically made therefor by the Audit Officer shall, in consultation with the Comptroller and Auditor-General, pass such orders thereon as it thinks fit and the Board shall thereafter take action in accordance therewith within such time as may be specified by the Government.

**20. Publication of annual Accounts.**—An abstract statement of annual receipts and expenditure shall be published in the Gazette of the Government of Goa, Daman and Diu.

**21. Placing the Board in possession of funds.**—

(1) After the budget relating to the Board has been approved by the Government, and after due appropriation has been made by the Legislature in this behalf, the Government will place the Board in possession of funds for «Khadi» and «Village Industries» separately.

(2) The funds for «Khadi» will be provided from the «Funds» for the development of Handloom and Khadi Industries» formed under the provisions of the Khadi and other Handloom Industries Development (Additional Excise Duty on Cloth) Act 1953, and the rules framed thereunder or by grants-in-aid or subsidies.

(3) The funds for «Village Industries» will be provided by grants-in-aid or subsidies.

## CHAPTER V

### Miscellaneous

**22. Contract.**—(1) The Board may, in connection with its trading and other activities, enter into contracts provided provision therefor exists in the sanctioned budget.

(2) The Board may delegate to the Chairman, the Secretary, any member of the Board or any Officer of the Board such powers of entering into contracts on its behalf as it may think fit.

(3) Contracts made on behalf of the Board shall not be binding on the Board unless they are executed by a person authorised under sub-rule (2) to enter into them and the seal of the Board is affixed thereto.

(4) Any person authorised under sub-rule (3) to enter into contracts on behalf of the Board shall not be liable for any assurance or contract made on its behalf; and any liabilities arising out of such assurance or contract shall be discharged from the moneys at the disposal of the Board.

**23. Power to sanction grants and subsidies.**—(1) The Board shall disburse grants and subsidies in accordance with and at rates and on terms sanctioned by the Government in respect of each industry, from time to time. The Government may, on its own motion or on the recommendation of the Board, modify or supersede the financial rates and terms previously sanctioned.

(2) The Board may reduce the rates at which grants and subsidies are payable in individual cases to such extent, as it thinks necessary, but shall not enhance such rates except with the prior approval of the Government.

(3) Grants and subsidies shall be paid only to:

(a) a society registered under the Societies Registration Act, 1860 (21 of 1860) or under any other law for the time being in force in the Union Territory of Goa, Daman & Diu.

(b) a cooperative society registered under the Cooperative Societies Act, 1912 (2 of 1912) or under any other law for the time being in force in the Union Territory of Goa, Daman & Diu.

(c) a gram or village panchayat, a municipality, or any similar body established under any law for the time being in force;

(d) an authority set up under any law for the time being in force relating to bheedan or gramdan;

(e) a trust created for public purposes of a charitable or religious nature;

(f) an individual or institution engaged in research in khadi and village industries, subject to the condition that a grant or subsidy to an individual should not exceed Rs. 1000 in any one case and to an institution, it should not exceed Rs. 10,000 in any one case. The ceiling of Rs. 1,000 for an individual and of Rs. 10,000 for an institution may, however, be exceeded with prior approval of Government.

(g) any other individual, authority or body in accordance with the approved pattern and within the ceilings communicated by the Board to Government.

*Note:*— «Individual» means an artisan or any other worker undertaking activities falling under the purview of the Board and for which grants and subsidies are given.

**24. Power to grant loans.**— (1) The Board shall grant loans in accordance with the provisions of the loan rules for khadi and village industries made by the Government from time to time, and in accordance with and as rates and on terms sanctioned by the Government in respect of each industry from time to time.

(2) The Board shall not be competent to modify, amend or otherwise vary the provisions of the loan rules.

(3) The Government may, on its own initiative or on the recommendation of the Board, modify or amend the loan rules. The modification or amendment will have effect from the date it is made by the Government.

**25. Power to Borrow.**— The Board may, with the previous sanction of the Government borrow on the security of its funds or assets for the purposes specified in section 26(2) of the Act.

**26. Action against persons responsible for losses.**—

The Board shall take suitable action against the persons responsible for the loss and shall also send to the Government a detailed report together with the action taken against the persons, if any, responsible for the loss. The cases involving losses not exceeding Rs. 500 shall not be reported to the Government unless there are in any case important features which merit detailed investigation and consideration.

*Exception:*— Nothing contained in this rule shall apply to losses occasioned by irrecoverable loans. Sanction of the Government shall be obtained before such losses are written off.

(a) Chairman	Upto	Rs.	1,000
(b) Chief Executive Officer	Upto	Rs.	500
(c) Any other officer authorised by the Board	Upto	Rs.	250

**27. Custody of Common seal.**— The common seal of the Board shall remain in the custody of the Chief Executive Officer of the Board.

#### CHAPTER VI

##### Statistics, Reports and Returns

**28. Reports.**— The annual report to be submitted by the Board to the Government under section 29 of the Act regarding its activities during the previous financial year shall be submitted before 31st December every year and it shall contain particulars amongst others in respect of the following items and shall be in such form as the Government may from time to time direct, namely:

- (i) budget provision and expenditure.
- (ii) production and sale of khadi both traditional and ambar.
- (iii) production of sale of products of the village industries.
- (iv) production of charkhas and other implements.

- (v) employment statistics for each industry, and
- (vi) training of personnel.

**29. Monthly Returns.**— The Board shall submit to the Government and to such authority as it may specify:

- (a) monthly progress reports in respect of the Ambar Charkha Programme;
- (b) monthly statements of accounts showing the details of disbursements made by the Board;
- (c) quarterly progress reports on traditional khadi and other village industries;
- (d) monthly statements of accounts showing the drawings from the Khadi Fund and Village Industries Fund.

**30. Power to obtain supplementary report or information.**— Notwithstanding anything contained in rules 28 and 29, the Government may require special reports from the Board and lay down the manner and the form in which such reports shall be made or may require from the Board answers to questions upon which the Government may need information. The Government may also require the Board to furnish a true copy of each or any contract, agreement, understanding or arrangement between the Board and any other party.

By order and in the name of the Administrator of Goa, Daman and Diu.

S. R. Shinde, Under Secretary, Industries and Labour Department.

Panaji, 7th December, 1967.

#### Labour and Information Department

##### ORDER

LC/12/EPF/Not/4

The following Notification from the Government of India, Ministry of Labour, Employment and Rehabilitation, New Delhi is hereby republished for the information of all concerned.

By order and in the name of the Administrator of Goa, Daman and Diu.

B. Ram, Secretary, Industries and Labour Department.

Panaji, 15th December, 1967.

##### Notification

4/4/66-PF-II

Dated 3rd November, 1967

G. S. R. — Whereas the Central Government is of opinion that a provident fund scheme should be framed under the Employees' Provident Funds Act 1952 (19 of 1952), in respect of the employees of the tent making industry;

Now, therefore, in exercise of the powers conferred by sub-section (1) of section 4 of the Employees' Provident Funds Act, 1952 (19 of 1952), the Central



Government hereby adds the said industry to Schedule I of the said Act.

This notification shall come into force on the 30th November, 1967.

HANS RAJ CHHABRA  
Under Secretary

Mormugao Port Trust

### Notification

MPT/IGA (E.1016)/67

As required under Section 124(2) of the Major Port Trusts Act, 1963 the following Regulations which have been adopted by the Board of Trustees are hereby published.

### Draft Mormugao Port Employees (Children's Education Allowance) Regulations, 1967

**1. Short Title and Commencement.**— (i) These Regulations may be called the Mormugao Port Employees (Children's Education Allowance) Regulations, 1967.

**2. Eligibility.**— (i) All permanent and quasi-permanent Class-III and IV employees and temporary class III and IV employees, who have put in not less than three years' service, and whose pay does not exceed Rs. 349 per month, will be eligible with effect from 1-8-1966 for the grant of the allowance, subject to the fulfilment of the conditions laid hereunder:

**Note:**— 1. The term «employee» includes employees on deputation to the Board.

2. Class-III and IV employees drawing pay between Rs. 350 and Rs. 399 shall be entitled to marginal adjustment as indicated in the illustration below:—

If «A» gets a pay of Rs. 360 and has got liabilities which would entitle him to an allowance of Rs. 30 (had his pay been Rs. 349) he shall be given the difference between Rs. 349 plus 30 and Rs. 360 viz. Rs. 19 p. m.

(ii) Where both the employee and his wife or her husband are in the Board's service, the allowance will be admissible in respect of one of them only, provided that it will be inadmissible if the pay of either of them exceeds Rs. 349 per month.

**Note:**— «Pay» for the above purpose means pay, special pay and personal pay only.

(iii) The allowance will be admissible to an employee who is on duty, under suspension or on leave, including leave preparatory to retirement. It will not be admissible to deceased, retired or discharged employees. If any employee dies, retires or is discharged, in the middle of an academic year, the allowance will be admissible till the end of that academic year except where the employee is dismissed or removed from service as a disciplinary measure.

**Note:**— The pay with reference to which the allowance will be given while the employee is under suspension or on leave will be

the pay admissible to him at the time he was placed under suspension or proceeded on leave.

(iv) The allowance will not be admissible to an employee who is drawing Family Allowance.

(v) An employee who is being reimbursed Tuition Fees in respect of a child under the Mormugao Port Employees (Reimbursement of Tuition Fees) Regulations, 1967 will not be eligible for the Education Allowance in respect of the same child.

**3. Rate of Allowance.**— (i) The allowance will be admissible at the following rates:—

- |  |                         |
|--|-------------------------|
| (a) Primary (Classes I to V)   | Rs. 10 p. m. per child. |
| (b) Secondary (Classes VI to X) and Higher Secondary (Class XI)  | Rs. 15 p. m. per child. |
| (c) Pre-University classes or first year class of Intermediate College provided the child has passed the Secondary but not Higher Secondary examination. |                         |
| (d) Junior Technical Schools.  |                         |

(ii) The total allowance admissible to an employee at any one time shall not exceed Rs. 50 per month.

**4. Conditions for the grant of Educational Allowance.**— (i) The allowance will be admissible only in respect of children between the age limits of 5 and 18 years.

**Note:**— The allowance shall commence from the month following that in which the child attains the age of 5 and shall cease at the end of the academic year in which the child attains the age of 18.

(ii) The concession will be limited to education in India upto Higher Secondary classes, including Junior Technical School, and in Pre-University classes and first year class of an intermediate college, provided the children passed Secondary but not higher Secondary examination.

(iii) The allowance will be admissible only when the child or children of an employee stay and study in a school away from the district or concelho at which he/she is posted and/or is residing.

**Illustration:**— «A» has his headquarters at the Harbour/VSG and is residing at Margao. The allowance will not be admissible if his children study in a school either at Harbour/VSG or at Margao.

(iv) The allowance will be admissible only if the child is enrolled in a school which is recognised by the Department of Education or Educational authorities having jurisdiction over the area in which the school is situated.

(v) The allowance will be admissible only in respect of an employee's legitimate children, including step children and adopted children (where adoption is recognised under the personal law of the employee) who are wholly dependent on the employee.

(vi) Where a child is in receipt of a Government scholarship, the allowance will be reduced by the

whole amount of the Scholarship irrespective of whether it is granted by the Central Government, a State Government or local body, a University or any other body. If he is in receipt of a scholarship higher than Rs. 10 in the primary stage and Rs. 15 in the secondary/higher secondary stage, the allowance will not be admissible in respect of such a child.

(vii) When an employee's pay is raised beyond Rs. 349 on account of the grant of increment or promotion to another Class III or IV post, his allowance will be regulated in the same manner as provided in the Note 2 below regulation 2(i) above, provided that other conditions remain satisfied. But when an employee is promoted to Class I or II status the allowance will be continued, if other conditions remain unaltered, until his pay exceeds the total of his pay plus educational allowance prior to such rise in pay. The amount of the allowance will, however, be limited to the difference between the sum total of pay plus educational allowance prior to his promotion to Class I or II status and the pay drawn after such promotion.

(viii) In respect of a temporary employee, the allowance will be admissible from the month following that in which he completes three years' service.

(ix) If in respect of a child, boarding and lodging charges are paid only at half rates, the allowance is admissible only at half the rates prescribed in regulation 3.

(x) The allowance is admissible for 12 months irrespective of the fact that the tuition fee is paid only for 8 or 9 months and that no fee is paid during vacation, provided that the allowance will not be admissible for the period of vacation falling at the end of the Secondary or Higher Secondary class, in respect of students passing in the Final Secondary or Higher Secondary Examination. The allowance is admissible during a period of vacation even if the children stay with the parents provided they are on the rolls of the school.

(xi) The allowance may be paid even if the child is detained in the same class for any reason, provided that other conditions prescribed in the Regulation 4 are satisfied.

#### 5. Certificates required in support of the claim. —

(i) When the educational allowance is claimed, a certificate should be furnished by the employee in the form shown in the annexure, twice a year in July and January.

(ii) At the time of preferring the initial claim and subsequently at the beginning of each academic year the employee shall also submit a certificate from the Head Master of the School that the School is recognised one.

(iii) Subject to the production of the certificates referred to above, the allowance shall be paid every month after verification of the claim according to such procedure as may be prescribed by the Financial Adviser and Chief Accounts Officer for the purpose.

6. General. — In any matter not specifically provided for in these regulations, the decisions/orders issued from time to time by the Government of India in respect of their staff shall apply in so far as they are not inconsistent with these regulations.

7. Interpretation. — If any question arises relating to the interpretation of these regulations, it shall be decided by the Board.

#### ANNEXURE

Certified that my children mentioned below, in respect of whom Children's Education Allowance is claimed, are studying in schools which are recognised by the Education/Department/Educational authorities of the jurisdiction in which the schools are situated, at a place other than my headquarters and/or residence: —

Name of Child	Date of Birth	School in which studying & location of the School	Place where the employee is residing	Class in which studying	Amount of Scholarship	Amount of allowance claimed
1	2	3	4	5	6	7
1						
2						
3						
4						
5						
6						
7						
8						
9						

Certified that the children are not in receipt of Government Scholarships except to the extent indicated against the child concerned.

Certified that my wife/husband is not in the Board's service, or that my wife/husband is in the Board's service and that no allowance would be claimed by her/him and also the pay drawn by her/him does not exceed Rs. 349 per month.

Name of the employee  
(In Block Letters)

Department in which  
serving.

Staff No.

(Signature of the Employee)

By order

Shivakumar Dhindaw

Secretary

Mormugao, 29th November, 1967.

(2nd time)

#### Notification

MPT/IGA(E/1016)/67-I

As required under Section 124(2) of the Major Port Trusts Act, 1963 the following Regulations which have been adopted by the Board of Trustees are hereby published.

#### Draft Mormugao Port Employees (Reimbursement of Tuition Fees) Regulations — 1967

1. Short title and commencement. — (i) These Regulations may be called the Mormugao Port Employees' (Reimbursement of Tuition Fees) Regulations, 1967.

**2. Eligibility.** — (i) All employees, whether permanent, quasi-permanent or temporary, whose pay including special pay and personal pay, if any, does not exceed Rs. 600/- per month, will be eligible with effect from 1-8-1966 for claiming reimbursement of tuition fees paid subject to the fulfilment of the conditions laid hereunder. In the case of an employee who draws pay at a rate exceeding Rs. 600 per part of a month, reimbursement will be allowed for that month only if he draws pay at a rate not exceeding Rs. 600 per month for at least 15 days in that month.

(ii) Employees on deputation to the Board will also be eligible for the concession for the duration of their deputation. For the month in which they join the Board's service and that in which they leave it, the concession will be admissible only if the service under the Board is not less than 15 days.

(iii) Where both husband and wife are in the Board's service, the allowance will be admissible in respect of one of them only, provided that it will not be admissible if the pay of either of them exceeds Rs. 600 per month.

If an employee's wife or husband is employed outside the Board's service and is entitled to the facility of reimbursement of fees in respect of her/his children from that employer, the concession to the employee will be correspondingly reduced.

(iv) The concession will be admissible to an employee who is on duty, under suspension or on leave, including leave preparatory to retirement. It will not be admissible in respect of children of deceased, retired or discharged employees. If any employee dies, or ceases to be in the Board's employment in the middle of an academic year, the allowance will be admissible only till the end of the month in which the event takes place.

*Note:* — The pay with reference to which the concession will be given while the employee is under suspension or on leave will be the pay admissible to him at the time he was placed under suspension or proceeded on leave.

(v) The concession will be limited to education in India in recognised Middle, High and Higher Secondary Schools and corresponding classes in Technical and other vocational Schools as well as in pre-University classes or the first year classes of an intermediate college or of a Technical College, provided that the children in respect of whom the reimbursement of fees is claimed have passed the Secondary, High School, Matriculation or equivalent examination, but not the Higher Secondary or equivalent examination.

(vi) The concession will not be admissible to an employee who is drawing Family Allowance.

(vii) The reimbursement under these orders will not be admissible in respect of Children for whom Children's Education Allowance is claimed under the M. P. E. (Children's Education Allowance) Regulations, 1967.

**3. Conditions of Reimbursement.** — (i) The concession will be admissible only if the child is enrolled in —

(a) a school which is recognised by the Educational Authorities of the Government of the area in which the school is situated,

(b) in a school which prepares students for matriculation examination conducted by a University and which is affiliated to a recognised University, or

(c) in a school which is affiliated to the Central Board of Secondary Education, New Delhi.

(ii) The concession will be admissible only in respect of an employee's legitimate children including step-children and adopted children (where adoption is recognised under the personal law of the employee) who are wholly dependent on the employee.

(iii) No reimbursement will be admissible in respect of a child for more than two academic years in the same class.

(iv) Where a child is in receipt of any Government or non-Government Scholarship and is required to pay tuition fees to the school, no reimbursement will be made in cases where the scholarship amount is in excess of the tuition fees paid. In cases where the Scholarship amount is less than the tuition fees, the difference, to the extent admissible, may be allowed, to the employee.

In cases where partial freeship is awarded to the student, only the tuition fees actually paid will be the basis for reimbursement.

(v) Reimbursement will be restricted to tuition fees only, and will not cover special fees like Admission fees, Term Fee, Library Fee, Games Fee, extra curricular activity fee, etc. which will have to be borne by the employee himself.

**4. Rate of Allowance.** — Reimbursement of tuition fees will be made at rates not exceeding those approved by the Government of the area for Government schools.

**5. Certificates required in support of the claim.** — (i) When reimbursement of tuition fees is claimed, the employee concerned shall submit information and certificates in the form annexed. These forms should invariably be attached to the bills in which the allowance is claimed.

(ii) The reimbursement of fees will be made quarterly as will be prescribed by the Financial Adviser and Chief Accounts Officer.

(iii) At the time of preferring the initial claim and subsequently at the beginning of each academic year, the employee shall also submit a certificate from the Head Master of the school that the school is a recognised one. This certificate is not necessary in respect of children of employees studying in Government and Municipal schools and schools run by a Panchayat Samiti or Zila Parishad.

**6. General.** — In any matter not specifically provided for in these Regulations, the decision/orders issued from time to time by the Government of India in respect of their staff shall apply in so far as they are not inconsistent with these Regulations.

**7. Interpretation.** — If any question arises relating to the interpretation of these Regulations, it shall be decided by the Board.



## ANNEXURE

1. Date of last claim: ...
2. Period for which reimbursement was claimed ...
3. Period to which present claim pertains: ...

	1	2	3	4	5	6	7
	Name of Child	School in which studying and location of the school (state also whether it is a Government or a Government aided School).	Class in which studying	Monthly tuition fees paid actually (receipts to be attached).	Amount of Government Scholarship if any.	Amount of Scholarship received from other sources (N.E. Merit Scholarships and scholarships specifically earmarked for items other than tuition fees need not be mentioned).	Amount of reimbursement claimed (to be restricted to fees approved by educational authorities).
1.							
2.							
3.							

1. Certified that my child/children mentioned above, in respect of whom reimbursement of tuition fee is claimed, is/are studying in the school (mentioned in column (2) which is/are recognised schools and that the tuition fees indicated against each have actually been paid by me.

## (2) Certified that: —

- \* my wife/husband is not in the Board's service.
- \* my wife/husband is in the Board's service and that no reimbursement would be claimed by her/him and also the pay drawn by her/him does not exceed Rs. 600/- per month.
- \* my wife/husband is not employed.
- \* my wife/husband is employed with/† ... \* she/he is not entitled to reimbursement of tuition fees in respect of our children. \* She/he is entitled to reimbursement of tuition fees in respect of our children as follows: —

(3) Certified that none of the children mentioned above has been studying in the same class for more than two years.

(4) Certified that I have not claimed and will not claim the Children's Education Allowance in respect of the children mentioned above. (Strike out if not applicable).

\* — Strike off what is not applicable.

† — Employer other than the Board to be mentioned.

Name of Employee: ...

Department in which serving ...

Staff No. ...

Dated: ...

Signature & designation of the Employee

By order,

SHIVAKUMAR DHINDAW

Secretary

Mormugao, 29th November, 1967.

(2nd time)